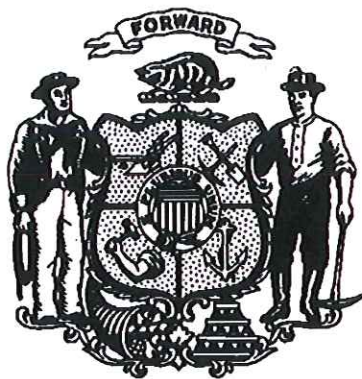


**RFP No. 395-021**

**REQUEST FOR PROPOSAL (RFP)  
FOR THE LEASING OF AN OFFICE FACILITY**

**TO BE OCCUPIED BY THE  
DEPARTMENT OF TRANSPORTATION - DIVISION OF MOTOR VEHICLES  
WITHIN DANE COUNTY**

**Issued: Monday, November 7, 2016**



**Due date: Tuesday, December 20, 2016**

**PREPARED BY:  
STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES MANAGEMENT  
101 EAST WILSON STREET, 7TH FLOOR  
MADISON, WISCONSIN, 53707-7866**

## Table of Contents

<b>I. PROJECT OVERVIEW .....</b>	<b>3</b>
A. PROJECT SCOPE .....	3
<b>II. SELECTION AND AWARD PROCESS .....</b>	<b>3</b>
A. SCHEDULE .....	3
B. PROPOSERS QUESTIONS AND DOA RESPONSES .....	3
C. SELECTION AND AWARD PROCESS .....	4
<b>III. PROPOSAL SUBMITTAL REQUIREMENTS .....</b>	<b>5</b>
A. SUBMISSION .....	5
B. FORMAT .....	5
C. CRITERIA .....	5
D. PROPOSAL CONTENT .....	6
<b>IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS .....</b>	<b>7</b>
A. PROCURING AND CONTRACTING AGENCY .....	7
B. RESERVATION OF RIGHTS .....	7
C. STATE BUILDING COMMISSION APPROVAL .....	8
<b>V. APPENDICES .....</b>	<b>9</b>
A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA .....	9
1. Lease Terms and Conditions .....	9
2. Locational Attributes and Site Information .....	9
3. Facility Details and Layout .....	9
4. Schedule .....	12
B. APPENDIX 2 – GENERAL ROOM REQUIREMENTS .....	13
C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS .....	14
D. APPENDIX 4 – EXHIBITS .....	17
EXHIBIT A – TYPICAL DMV FLOOR PLAN .....	17
EXHIBIT B – MAP OF MANDATORY AREA .....	18
E. APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS .....	19
F. APPENDIX 6 – PROPOSER’S RESPONSE SHEET .....	20
G. APPENDIX 7 – SAMPLE LEASE LINK, SCHEDULE I AND SCHEDULE II .....	22
H. APPENDIX 8 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM .....	41

## I. PROJECT OVERVIEW

### A. PROJECT SCOPE

The State of Wisconsin is seeking a 5-year lease with two 5-year renewals for 11,400 rentable square feet of office space for the Department of Transportation (DOT), Division of Motor Vehicles (DMV). DMV will require a total of 150 parking spaces for clientele and 25 parking spaces for staff, located at and/or near the facility. The facility may be an existing, renovated or newly constructed facility with public service areas; and must be located in the West/Southwest side of the City of Madison as defined in Appendix 4, Exhibit B. The space will be occupied as a Customer Service Center by the Division of Motor Vehicles (DMV). City water and sewer must service the facility.

## II. SELECTION AND AWARD PROCESS

### A. SCHEDULE

The following is a **TENTATIVE** schedule of events regarding this RFP:

RFP Posted	November 7, 2016
Requests for Clarification due by 5:00 PM CT	November 18, 2016
Clarification Responses Posted	November 29, 2016
<b>Proposals Due By 3:00 PM CT (Due Date)</b>	December 20, 2016
Selection Committee Screening of Proposals	Approx. 4 weeks
Notification of Short-Listed Proposers	Approx. 2 weeks
Best and Final Offer (BAFO) DUE	Approx. 3 weeks
Letter of Intent	Approx. 4 weeks
Building Commission	TBD
Lease Execution	TBD
Targeted Tenant Access Date	March 1, 2018
Targeted Occupancy Date	April 1, 2018

### B. PROPOSERS QUESTIONS AND DOA RESPONSES

On or before 5:00 PM CT on Friday, November 18, 2016, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Please reference the RFP number in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by Tuesday, November 29, 2016 on the following website:

<http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/>



Solicitation of information from the State, DOA, or the tenant Agency(s) outside of this designated process will not be addressed and may result in disqualification of the Proposer.

RFP status and updates will be available on the above website as information becomes available.

### **C. SELECTION AND AWARD PROCESS**

All Proposals submitted in response to this Request for Proposal will be graded by the Selection Committee. The Committee consists of DOA representatives and members from the tenant agency(s). The final selection will be made by the Secretary of the Department of Administration.

The selection of a Proposer is a three-part selection process.

#### **Part One: RFP Response 40% of Total Score**

Proposers must submit their Proposals by the RFP requirements designated in Section III. Proposals meeting the RFP requirements will be scored and evaluated by the Selection Committee based on the criteria listed in Section III C. Scores for each of these criteria are weighted to determine a total score. DOA and the tenant agency(s) may request presentations, conduct site visits, and/or request additional information in order to evaluate, score and choose Proposers to be short-listed and continue onto part two.

Proposals submitted without the required criteria will not be graded.

#### **Part Two: BAFO 60% of Total Score**

The Selection Committee will select up to four Proposers with the highest total scores from Part One and ask each to submit a Best and Final Offer (BAFO). The request may include an in-person interview, as well as clarification on responses, costs, square footage, schedule and layout.

#### **Part Three:**

The Selection Committee will score the BAFO's and submit the top two Proposals that best meet the needs of the tenant agency(s), including a list of positive and negative aspects, to the Secretary of the Department of Administration for review and selection. The Secretary may choose one of the top two Proposals or determine no selection and send the RFP back to the Selection Committee for additional information or further review.

While lease terms (cost) of each Proposal will be heavily weighted, selection will be based on criteria which best meets the needs of the tenant agency(s), and provides the best value to the taxpayers. The final selection may not necessarily be the lowest cost Proposal.

The State reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

#### **Letter of Intent (LOI):**

After the final selection is made, the State will send a Letter of Intent to the selected Proposer. Further clarification, explanation of costs, negotiation, lease terms, and final plans will be requested. Should the State be unable to negotiate a lease with the selected Proposer, the State



reserves the right to cancel the selection and negotiate with another Proposer. This is not a fixed-bid Proposal and all items are subject to further negotiations by either party. Considerations for variances to the specifications of this RFP may be given to spaces with "as is" conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variances and the "as is" conditions contributing to the variance must be supplied by the Proposer.

Final lease execution is contingent upon approval of the State of Wisconsin Building Commission per Section IV C of this RFP.

### **III. PROPOSAL SUBMITTAL REQUIREMENTS**

#### **A. SUBMISSION**

In responding to this RFP, Proposers must use the following format requirements and process:

- Submission of one (1) original and four (4) printed copies of the Proposal, which will serve as the official copies.
- Utilization of the attached Proposer's Response Sheet.

**Proposals are due by 3:00 PM CT on Tuesday, December 20, 2016 (Due Date)**

Proposals received after the due date and time will not be accepted. Upon receipt, they will be marked late, remain unopened and be returned to the sender.

Sealed copies of the Proposals shall be delivered to:

RFP #395-021  
State of Wisconsin, Department of Administration  
Division of Facilities Management  
101 E. Wilson Street, 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866

Proposers must allow sufficient time for delivery of their Proposals by the date specified.

#### **B. FORMAT**

Proposals should be spiral bound, printed on single sided 8 ½"x11" paper, either portrait or landscape. For legibility purposes, plans, schedules or other relevant proposal documents may be printed on 11"x17" paper, but folded to be equivalent to 8 ½"x11" paper.

#### **C. CRITERIA**

Proposals will be evaluated on the following criteria:

1. Lease terms and conditions
2. Location Attributes and site information
3. Facility Details and layout
4. Schedule

#### D. PROPOSAL CONTENT

The Proposal must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard lease document (to be modified by the specific terms and conditions pertinent to this RFP). **It is mandatory that all proposers utilize the attached Proposer's Response Sheet (Appendix 6);** and include the specific information, plans/drawings, specifications, and schedules required for their response, as listed below:

Note: In the event each item listed below is not addressed in the Proposal, the Proposal will receive zero points for that item in the scoring criteria.

1. A fully completed "Proposer's Response Sheet." Supply documentation if available, supporting each of the cost elements, as noted, other than the base building rate.
2. Information for each firm on the Proposer's Team, including the Company name, contact person, business address, phone number, email address and website (if applicable).
3. If this is a build-to-suit response, information on team members should also include number of years in business and relevant experience related to this type and size of project.
4. A rendering, sketch, and/or photo illustrating the exterior views of the building.
5. A site plan indicating parking, including number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and proposed landscaping.
6. Describe or show on plans the distance to closest bus stop and frequency of bus service.
7. Include with proposal a marked map with the proposed building location.
8. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and a block furniture plan. Furniture will be provided by the lessee.
9. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (furniture, security and cabling, and move costs) may also be required.
10. A construction schedule and timeline for tenant improvements (TI's) from the fully executed lease to tenant occupancy.
11. A list of the areas, systems or critical characteristics in the Program Requirements evaluation criteria where the proposal exceeds the minimum requirements or does not meet the minimum requirements.
12. The Proposer shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$100,000; and more than one trade is required to complete the entire project. If it is a single-trade project, the cost of construction must be \$48,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see [www.dwd.state.wi.us](http://www.dwd.state.wi.us).
13. A list of building common area amenities.
14. Building utility sources (including telecommunications and fiber carriers.)



## IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

### A. PROCURING AND CONTRACTING AGENCY

The State of Wisconsin, Department of Administration (DOA), Division of Facilities Management (DFM) is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. The Department of Administration will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease will only be conducted with the DOA's designated contact.

### B. RESERVATION OF RIGHTS

The State reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date. In the event the RFP is modified it will be posted here: <http://doa.wi.gov/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted; and
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

#### 1. Pre-development and Development Costs

**The State is not liable for any costs incurred by a Proposer in replying to this RFP.**

In addition, Proposers should be aware of the following:

- The State of Wisconsin, DOA, and/or the tenant agency(s) will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the bidders;
- All Proposals, in their entirety, will become the property of DOA upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if new or remodeled facility proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.



## **2. Selection Non-Binding**

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the State to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

## **3. Communications with Media, Government Agencies, and Community**

Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the State.

## **4. Wisconsin Open Records Law**

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP.

## **5. State Law**

Any agreement between the State and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the State will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

## **C. STATE BUILDING COMMISSION APPROVAL**

The State of Wisconsin Building Commission has statutory authority to approve lease transactions on behalf of the State. Proposers responding to this RFP should be aware of and take into consideration the following State of Wisconsin Building Commission policies:

- State of Wisconsin Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts your proposal may lead to disqualification.
- The State of Wisconsin Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.

The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

## **V. APPENDICES**

### **A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA**

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process.

#### **1. Lease Terms and Conditions**

- a. **Lease Rate:** The lease rate shall be quoted as a gross rate for the amount of rentable square footage based upon a 5-year lease period with two 5-year renewal options. The proposed gross rental rate should include base building rate, construction build out rate, and rates for building maintenance, common area maintenance (CAM), insurance, utilities, snow plowing, landscaping, real estate taxes and Premise janitorial.
- b. **Access Prior to Occupancy:** Tenant is responsible for final phone and data cabling, furniture and furniture installation. Tenant and/or Tenant's vendors shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. Tenant and/or Tenant's vendors shall not interfere with Lessor's contractor or cause an unreasonable delay to the Lessor's construction schedule.
- c. **Occupancy Date:** Provide timeline for completion of build out and occupancy certificate. Indicate your certainty of meeting the targeted occupancy date. The targeted occupancy date is no later than March 1, 2018

#### **2. Locational Attributes and Site Information**

- a) The site location must be within a geographic area that is within the state of Wisconsin, in the West/Southwest side of the City of Madison. See map Appendix 4, Exhibit B.
- b) This site should have convenient access for customers via well-marked and maintained streets, access to modes of public transportation, preferably a city or regional bus line, with stops several times a day, good visibility for customers' ease of locating this office, and direct access to an unrestricted truck route.
- c) The location must have convenient access to Class D skill test routes, including:
  - Residential neighborhoods,
  - Multi-lane streets,
  - Speeds up to at least 35 mph,
  - traffic light controlled intersections,
  - Sufficient traffic volume for a challenging test environment, not exceeding an actual 12-14 minute road test.

#### **3. Facility Details and Layout**

- a. **Quality and Flexibility of Building and Design**



- The DMV space should have a rentable office area of approximately 11400 rentable square feet. The rentable square footage includes estimated circulation and building common space. The actual square footage leased may be less because of building efficiencies and shared areas.
- Proposals will be accepted for single or multi-tenant buildings. In multi-tenant buildings there needs to be a separate entrance for Division of Motor Vehicles.
- The DMV Customer Service Center must be located on the ground floor with direct access to the customer parking area.
- Natural daylight will be provided to the greatest extent possible to the occupied areas of the building. Views to the exterior are desired at the Customer Service Lobby for security.
- The proposal will be judged on the adequacy of the design to address program requirements as set forth in Summarized Room Requirements. The majority of the evaluation in this section will be based on these requirements.
- The successful Proposer will provide all design service required for permits and as required by the Lessee as the project proceeds. Redrawing of the design may be necessary to refine it to the needs of the Department of Transportation/Division of Motor Vehicles.
- The Premises must be completely ADA accessible to staff and customers.
- The space will contain a mix of enclosed office and open areas of systems furniture, customer waiting/service counter area, conference rooms, a secured lockable report room, general storage room, data/telecommunication room, staff break room, public restrooms, and staff restrooms as outlined in the General and Summarized Room Requirements, Appendices 2 & 3.
- The Premises requires separate public and employee entrances.

**b) Safety and Accessibility Requirements**

- There must be adequate building security and exterior security lighting to allow for safe entry and occupancy by staff and visitors during standard and non-standard hours, Monday through Friday and weekends.
- All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332,361-365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or



exceed specifications in ADAAG.

**c) Connectivity**

The office must be wired minimally with Cat6 wiring for computer networking connections. The Lessor is responsible to work with the tenants' local telephone service provider to ensure proper entrance cable (fiber if needed) can be brought into the building. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room in the building. Please see Schedule II, Construction Requirements attached for more detailed scope of work. Lessor will be responsible for all communication conduit, paths, raceway and boxes for cabling. Lessee/DOT will be responsible for final voice & data wiring, terminations and connections.

**d) Parking**

A minimum of 150 public parking spaces convenient to the public entrance. These spaces will contain:

- required accessible spaces,
- 4 motorcycle spaces on concrete pad,
- 3 tractor-trailer truck spaces, and
- 8 reserved road test spaces.

Parking requirements include an additional 25 employee parking spaces to be located approximate to employee entrance and separate from public parking. This parking area is to be fenced in or otherwise physically separated from public parking and marked as DMV employee parking only.

The parking lot should have an area for supply and/or equipment loading/unloading where common carriers can drop shipments

**e) Design Services**

The successful Proposer will provide all design services required for permits and as required by the Lessee as the project is implemented.

- The successful proposer will provide architectural and/or the space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan.
- The Proposer will provide to the Lessee, both paper and electronic copies of the final contract and record documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee.
- The proposer will provide the final space plan in AutoCAD format to Lessee.

- Tenant representatives will collaborate with the selected proposer to finalize drawings and specifications.

**f) Building Sustainability**

The building should incorporate sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. The State of Wisconsin sustainability guidelines are located at:

<http://www.doa.state.wi.us/Default.aspx?Page=c8781af1-a861-4196-89c7-4a56c7bce306>

**4. Schedule**

See page 3 for tentative schedule

## B. APPENDIX 2 – GENERAL ROOM REQUIREMENTS

The general specifications for each area are listed below to assist in the space design process. Rooms with an asterisk (\*) indicate rooms that could be shared spaces in a larger multi-tenant facility. If shared, these areas must be located outside of the secure perimeter of the DMV, sized appropriately and accessible during all hours of DMV operations.

**List of Areas and Suggested Sizes**

Name	Type	Quantity	Size	Total Sq. Ft.	Comment
<b>Administration</b>					
Team Leader Office	Private	2	120	240	
Supervisor Office	Private	1	120	120	
<b>Subtotal - Admin</b>				360	

<b>General</b>					
Customer Service Lobby	Room	1	5600	5600	
Customer Entrance Vestibule*	Area	1	150	150	
After Hours Exit Vestibule	Area	1	50	50	
Employee Entrance Vestibule	Area	1	50	50	
Report Room	Room	1	120	120	
Lg. Conference Room	Room	1	500	500	
Small Conference Room	Room	1	120	120	
Break Room*	Room	1	400	400	
Secure Storage Room	Room	1	350	350	
Public Restrooms*	Rooms	2	250	500	Per code
Public Family Restroom*	Room	1	75	75	
Employee Restrooms*	Room	2	75	150	
Wiring Closet	Room	1	100	100	
Lactation Room	Room	1	100	100	
Janitor Closet	Room	1	75	75	
<b>State Training Room</b>	Room	1	800	800	



<b>Subtotal - General</b>				9140	
<b>Total Admin &amp; General</b>				9500	
<b>Gross Rentable SQ. FT.</b>				<b>11,400</b>	Approx. 20% Circulation

### C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

DMV - ROOM REQUIREMENTS SUMMARY - See Exhibit A for sample layout

- A. Team Leader & Supervisor Offices: Provide (3) 10' x 12' offices. The office for the Team Leader should have an interior window, which allows visual contact to the customer service counter. All offices will be proportioned to accommodate either a "U" or "L" shaped desk configuration and two guest chairs. Doors to offices shall have keyed locks and sidelights or window in door.
- B. Customer Service Lobby: The customer service lobby should be proportioned to accommodate adequate customer waiting and circulation, 12 customer service workstations in a row (about 82'-0" across) and an information desk, testing station and photo area directly adjacent to the customer service area (25' x 25'). All furniture is Lessee provided. Lessor to provide a countertop with locking base cabinets along the wall behind the customer service stations. There should be a minimum of five feet clearance behind the service station for staff circulation. Customer Service desks, Information desk, Photo, Testing stations and equipment on back counter requires sufficient power and data service. Lessor to provide data rough-ins and power.
- C. Customer Entrance Vestibule: The entrance vestibule will be large enough to accommodate two pair of 36" x 84" doors in series, a small bench and a cabinet unit heater. Clearances will comply with ADA and IBC space requirements and both pairs of doors will be lockable with crash bars. One door in each pair will have a power door operation activated by a push pad.
- D. After Hours Exit Vestibule: This exit will be located as far from the Public Entrance as possible, but still remain within the customer lobby and in a reasonable distance to public parking. It will be a solid door with no exterior hardware, and will have a latch guard.
- E. Employee Entrance Vestibule: This vestibule will be located near the employee parking and be located behind the customer service line from the interior. The entrance vestibule will be large enough to accommodate a single pair of 36" x 84" doors in series, and comply with all ADA and IBC space requirements. The doors will have a small vision panel or sidelight and the exterior door shall have an electronic card reader access and latch guard.
- F. Report Room: This secure room will be located behind the customer service area. The

door to this room shall have a small vision panel with mirrored tint to allow one-way visual contact to the customer service counter and electronic card reader access.

- G. Large Conference Room: The conference room should be located near the Supervisor's office. The conference room should have an entrance directly from the customer service area. The conference room should have a defined location and method for hanging coats, along with a min. of 6' - 8' long plastic laminate countertop, with a single basin sink with hot and cold running water, base cabinets and quad electrical and voice/data outlets above the counter top along wall. Two quad electrical boxes should be equally spaced in the floor, middle of room so that power can be brought up to the conference room table. These should be dimmable recessed can lights. There will be a sidelight adjacent to the entry door.
- H. Small Conference Room: The conference room should be located near the Team Leader's office. It should be outfitted with the standard amount of voice, data and electrical. There will be a sidelight adjacent to the entry door.
- I. Break Room: This room will be located behind the customer service counter. It shall have a minimum length of 6' - 8' long plastic laminate countertop, with upper and lower cabinets, cold/hot double compartment stainless steel sink, and sufficient electrical outlets and water lines for Lessee provided refrigerator, coffee maker and microwave, and electrical outlets for 2 vending machines. Cabinets and countertops will meet ADA requirements. Provide a coat closet for DMV uniforms and outerwear needed for road testing. **If Break Room is shared, a 100 SF secure locker room with card reader access is required, which can also serve as the coat closet.** Lessee shall provide lockers.
- J. Secure Storage Room: This secure room will accommodate Lessee provided free-standing shelving on at least two walls. This room shall have electronic card reader access. The room must have floor to deck walls and be located behind the customer service counter.
- K. Public Restrooms: Separate restrooms for men and women, sized as required by code for a DMV occupant load of 150 customers at any given time. An ADA water fountain will be positioned adjacent to the restrooms. **NOTE**: All restrooms shall have toilet(s), sink(s), paper towel dispenser, TP dispenser, soap dispenser, mirror and ADA compliant accessories.
- L. Public Family Restroom: This ADA compliant single occupancy toilet room is provided for families with small children and to accommodate the infirm and their helpers. This room shall be equipped with a diaper changing station.
- M. Employee Restrooms: Provide one men's and one women's single occupancy employee restroom. Both must be ADA compliant. Restrooms must be located behind the customer service area and be accessible to staff only. **NOTE**: All restrooms shall have toilet(s), sink(s), paper towel dispenser, TP dispenser, soap dispenser, mirror and ADA compliant accessories.
- N. Wiring Closet: This room will contain the punch down blocks for the telephone lines, the wiring panels and computer controllers, etc. It is important that adequate and appropriate



HVAC be provided to this room, or a stand-alone unit must be used. The temperature must be maintained below 85 degrees Fahrenheit 24/7. One wall to have 8' x 8' ¾" painted plywood over the drywall. A location that minimizes the distance of the cable runs is desirable. This room shall have electronic card reader access. This function and space can be provided within the secured storage room as an alternative.

- O. Lactation Room: This room will be provided with a small sink with hot and cold water, a countertop with electrical outlet above for pumps, (2) lockable cabinets and a space for a small Lessee provided refrigerator. This room must be secured with a card access reader.
- P. Janitor Closet: A janitor's closet will be provided with a mop sink and adequate storage area for equipment and supplies. This room may be shared with other tenants in the building if located outside of the DOT Leased Premises.
- Q. State Training Room: This room will serve as a training site for DMV initiatives. It should be located within the DMV employee area away from the Customer Service Lobby line of sight. It must have wide doors to assist in moving training materials in and out of space. It should be in the proximity of the break room and restrooms. This room should have a defined method and location for hanging coats. It should have ambient light rather than direct down light to eliminate glare on computer screens. The ceiling should be braced and electrical/data provided for a ceiling mounted projector. The wall should be braced for a large format screen.
- R. Mechanical Room: A shared mechanical space will not be located where it will require a path for access through the DOT Leased Premises.



## D. APPENDIX 4 – EXHIBITS

### EXHIBIT A – TYPICAL DMV FLOOR PLAN

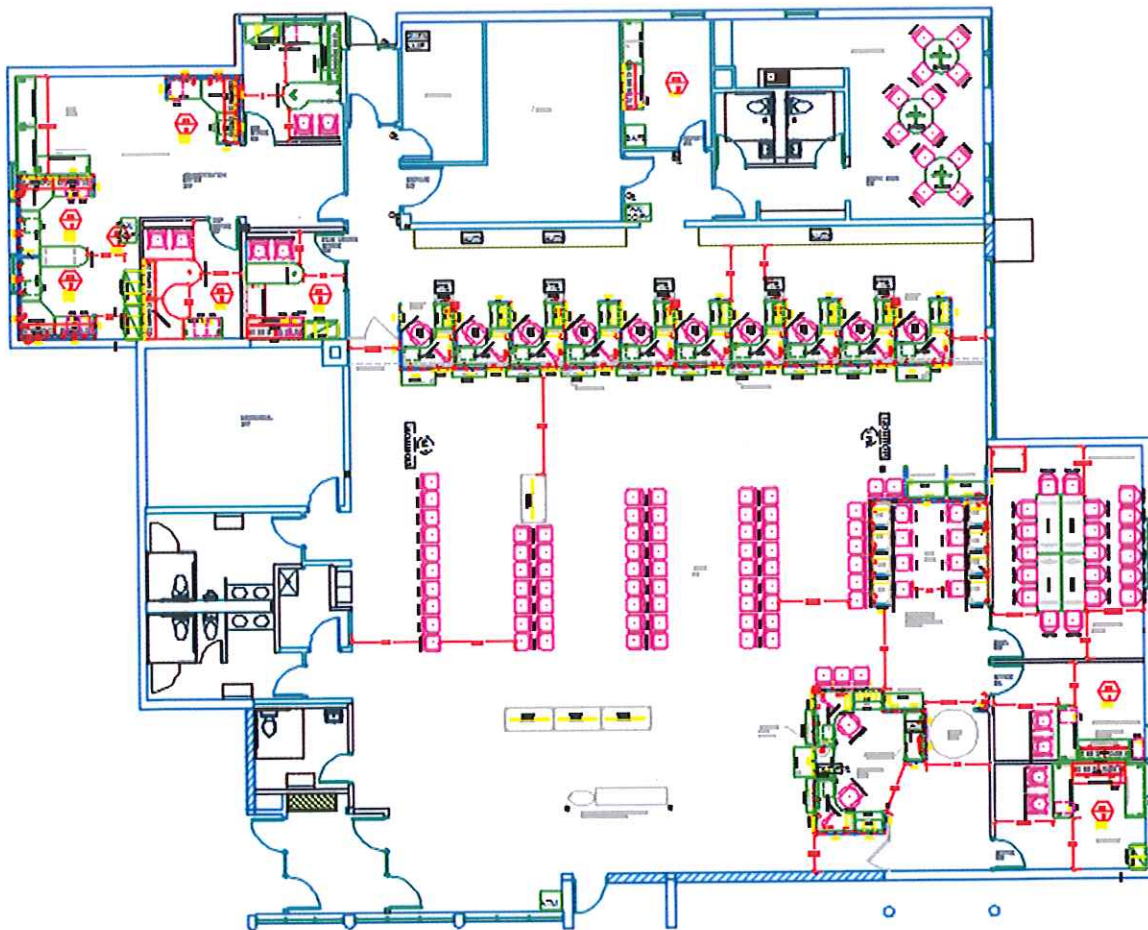
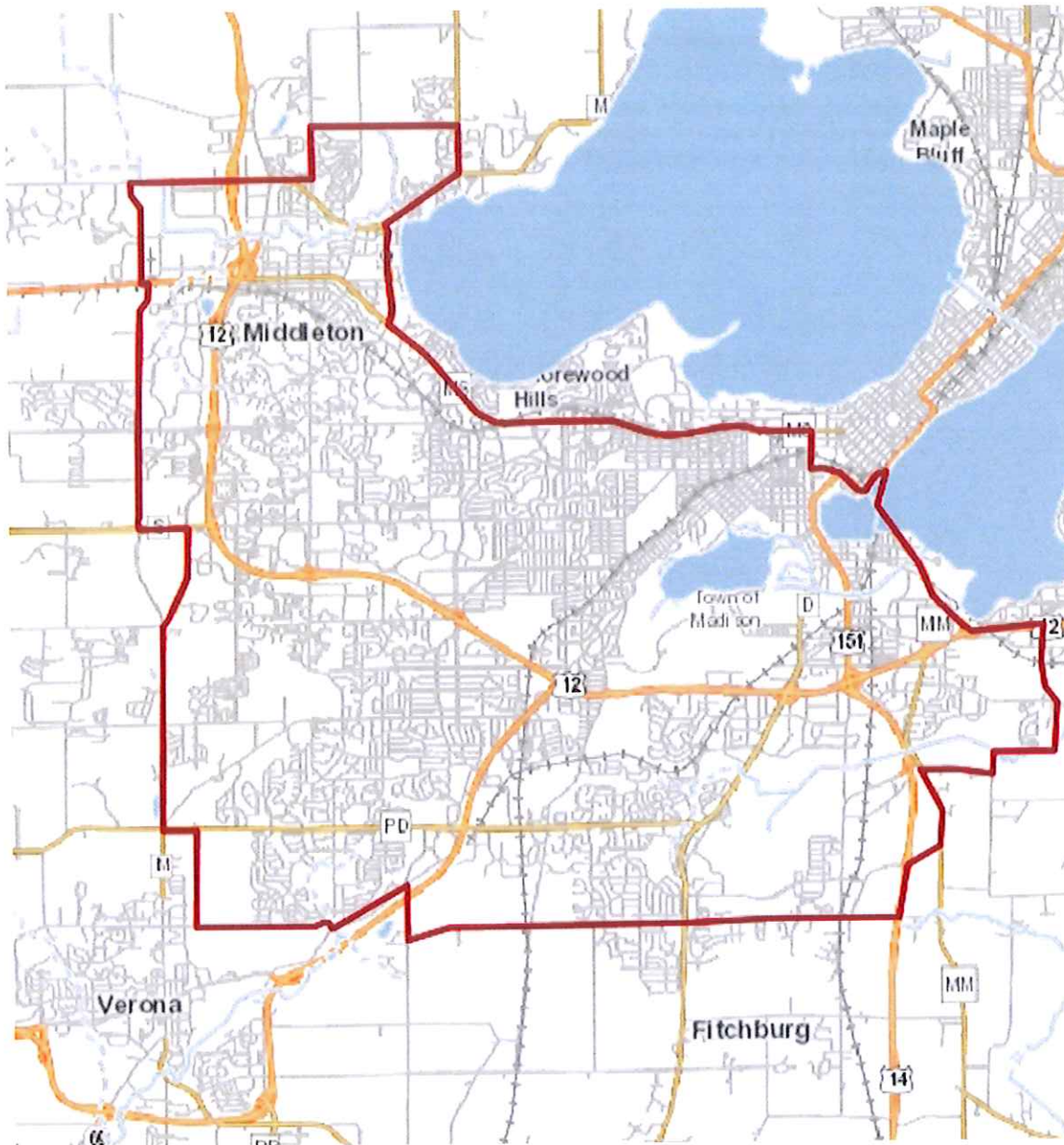


EXHIBIT B – MAP OF MANDATORY AREA



## E. APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS

### STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION REQUEST FOR PROPOSAL No. 395-021

Instructions: On or before Friday, November 18, 2016 Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website: <http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> by Tuesday, November 29, 2016. Solicitation of information from the State, DOA, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.

\* \* \*

Contact Information: All fields must be completed by the Proposer submitting the form. Name (Please Print):

Proposer Team:

Company/Affiliation:

Email Address:

Telephone Number:

RFP Section/ Appendix	Page No.	Request for Clarification and/or Question



## F. APPENDIX 6 – PROPOSER'S RESPONSE SHEET

Proposed Building Address \_\_\_\_\_ Proposal Date \_\_\_\_\_

### RENTAL RATE PROPOSAL:

#### I. SQUARE FOOTAGE: As defined Section III C. 1, Quality and Flexibility of Buildings Design of the RFP

- A) Total useable square feet (does not include common area) \_\_\_\_\_
- B) Total rentable square feet (includes common area) \_\_\_\_\_

#### II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per rentable square foot

- a) Net Building Rate (NNN rental rate) \$ \_\_\_\_\_/sq. ft.
- b) Operating Expenses (sum of 1-6 below) \$ \_\_\_\_\_/sq. ft.
- 1) Real Estate Taxes \$ \_\_\_\_\_/sq. ft.
  - 2) Insurance \$ \_\_\_\_\_/sq. ft.
  - 3) In-Suite Janitorial \$ \_\_\_\_\_/sq. ft.
  - 4) Common Area Maintenance (CAM) \$ \_\_\_\_\_/sq. ft.
  - 5) Premises' Utilities Costs (heat, air-conditioning, electrical, etc.) \$ \_\_\_\_\_/sq. ft.
  - 6) All Other Operating Expenses (e.g., repairs & maintenance, etc.) \$ \_\_\_\_\_/sq. ft.
- c) Total Tenant Improvements (sum of 1-3 below) \$ \_\_\_\_\_/sq. ft.
- Provide total costs and annual cost per rentable sq. ft.
- 1) Total Premises Build out Costs \$ \_\_\_\_\_ \$ \_\_\_\_\_/sq. ft.
  - 2) Moving Costs (if requested) \$ \_\_\_\_\_ \$ \_\_\_\_\_/sq. ft.
  - 3) Furniture & Installation Costs (if requested) \$ \_\_\_\_\_ \$ \_\_\_\_\_/sq. ft.
- d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction per rentable sq. ft.) \$(\_\_\_\_)/sq. ft.
- 1) Tenant Improvement Allowance \$(\_\_\_\_) \$\_\_\_\_\_/sq. ft.
  - 2) Moving Costs Allowance \$(\_\_\_\_) \$\_\_\_\_\_/sq. ft.
  - 3) Furniture & Installation Costs Allowance \$(\_\_\_\_) \$\_\_\_\_\_/sq. ft.
- Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$ \_\_\_\_\_/sq. ft.

- Notes:**
- 1) The State requires a full-service, gross lease with any and all operating expenses included in the Gross Rental Rate.
  - 2) Tenant Improvements above include Premises Build out costs, furniture & installation costs & moving costs. Provide total costs for each expense type and provide the applicable rent per rentable square foot included in the annual Gross Rental Rate.
  - 3) All lines above must be completed. Place "N/A" for any terms that are not applicable.

#### III. TERMS AND CONDITIONS:

- A) Length of Lease (Initial Lease Term) Five (5) years
- B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) \_\_\_\_\_%
- C) Renewal Options Two 5-year options
- D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) \$\_\_\_\_\_/rentable sq. ft.

E) Pre-Tenant Access Date

One month prior to  
Tenant Access Date

F) Tenant Access Date

\_\_\_\_\_, 20\_\_\_\_

G) Occupancy Date

\_\_\_\_\_, 20\_\_\_\_

H) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate)

\_\_\_\_\_

Using the information provided above, fully complete the following table showing Total Annual Rent by lease year.

Lease Year	Annual Rent w/o Amortization	Tenant Improvements Amortization (if any)	Total Annual Rent
<b>Initial Term</b>			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
<b>First Renewal Term</b>			
Year 6		N/A – costs should be fully amortized	
Year 7		N/A – costs should be fully amortized	
Year 8		N/A – costs should be fully amortized	
Year 9		N/A – costs should be fully amortized	
Year 10		N/A – costs should be fully amortized	
<b>Second Renewal Term</b>			
Year 11		N/A – costs should be fully amortized	
Year 12		N/A – costs should be fully amortized	
Year 13		N/A – costs should be fully amortized	
Year 14		N/A – costs should be fully amortized	
Year 15		N/A – costs should be fully amortized	

IV. SUBMITTED BY:

Proposer's Contact Information

Proposer's Agent Contact Information (if different)

Company Name

Agent/Firm Name

Full Address (street and city)

Full Address (street and city)

Telephone Number (Office/Mobile)

Telephone Number (Office/Mobile)

Email Address

Email Address

Contact Name

Contact Name

Signature

Signature



**G. APPENDIX 7 – SAMPLE LEASE LINK, SCHEDULE I AND SCHEDULE II**

<http://www.doa.state.wi.us/Documents/DFM/BREM/Lease%20Template%202-23-15.pdf>

**NOTE:** All Proposers must review the State's Template Gross Lease prior to submission of their proposals. It is assumed that all lease provisions contained the Template Gross Lease are acceptable to the Proposer, as written, unless otherwise noted in the Proposer's proposal.

**DMV Madison West Schedule I**

The Lessor shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer

76 Degrees (+/- 2°)

50% Humidity Level (+/- 10%)

Winter

70 Degrees (+/- 2°)

25% Humidity Level (+/- 5%)

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10° of the above temperatures.

2. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2004 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.

- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:

Seasonal set points shall be as follows:

Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)

Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/-5%)

- c. Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
  - d. New sheet metal duct installation may not have interior fiberglass lining unless such lining is sealed.
  - e. All new exterior walls and ceilings must meet minimum insulation code requirements.
  - f. Provide perimeter heating for exterior walls if required.
  - g. Provide space heating for airlocks and lobbies, if necessary.
  - h. All air-handling equipment filters are changed quarterly.
  - i. Provide automatic temperature adjustment capability for unoccupied modes
  - j. Provide accessible controls to heating/cooling units from inside the demised area.
  - k. Provide separate venting/fans for restrooms.
  - l. Provide adequate supply/return ducts for each space.
  - m. The use of non-tenant adjustable thermostats or provide locking thermostat.
  - n. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
  - o. Thermostats in open office areas to be mounted at an accessible range of 48" AFF and located to provide the best temperature control for the area served. Thermostats in customer areas shall be located out of public view or reach whenever possible.
  - p. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
  - q. The use of non-tenant adjustable thermostats is preferred if system allows.
3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.



4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards
5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors. Provide a minimum of 1 foot candle security lighting for on-premise parking areas.
6. Provide (3) master keys for entrance doors.
7. At Lessor's cost provide Water and Sewer & Heat and Air conditioning.
8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
9. At Lessor's cost furnish, install and replace during the term of this lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts or transformers.
10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) must meet all requirements of new construction for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 361 – 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1. .
11. Furnish building occupancy or use permit if required.
12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
13. JANITORIAL SERVICES Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further

agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

14. The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

**AREA AND FREQUENCY INDICATION:**

EACH CLEANIN G	ONCE EACH WEEK	MONTHL Y	SEMI- ANNUALLY (Oct & Apr)	ANNUALLY (March or April)	As Neede d
----------------------	----------------------	-------------	-------------------------------------	---------------------------------	------------------

**Building Exterior,**

**Entrance Lawn & Drip**

**Beds, Parking Lot**

**PART OF CAM**

Cigarette sand urns or containers	Clean out & damp wipe
Entrance walkway	Scrape off gum
Entrance walkway, entrance lawn, entrance drip beds	Pick up trash/debris, cigarette butts
Parking Lot, remainder of grounds	Pick up trash/debris, cigarette butts
Trash containers	Empty, replace can liners

X					
					X
X					
	X				
X					

**Entryway/Vestibule**

**TENANT SPACE**

Doors and hardware	Clean
Floor (move any fixtures)	Sweep/dust mop & damp mop
Glass up to 7 ft., interior & exterior	Clean
Literature racks, fixtures	Dust
Recessed track-off mat	Vacuum
	Clean out tray (remove mat)

X					
X					
X					
		X			
X					
	X				



**Public Counters,**  
**Reception, Waiting**  
**Area, Corridors**

**TENANT SPACE**

"Serving Customer #" displays	Dust			X				
Back counter, where free of papers	Dust & damp wipe			X				
Carpet	Vacuum	X						
	Spot clean, use remover product	X						
	Edge vacuum			X				
End tables, vinyl chairs	Damp wipe & disinfect	spot clean	X					
Entry walk-off mats	Vacuum	X						
Floor, hard or resilient	Dust & damp mop	X						
	Spray buff		X					
Glass, including interior side of windows	Clean	spot clean		X				
Literature racks, fixtures	Dust			X				
Partitions	Spot clean/spot vacuum							X
Public use counters, written test area, transaction surface at service window	Damp wipe & disinfect	X						
Trash/recyclables containers	Empty, replace liners as needed	X						
	Damp wipe							X
Upholstered furniture	Vacuum	spot clean	X					

**No cleaning of employee work surfaces/areas at reception station and service windows**

**No cleaning of program office equipment; such as, test touch screens, vision testing machines, cameras, copiers, computers, printers**

		EACH CLEANIN G	ONCE EACH WEEK	MONTH- LY	SEMI- ANNUALLY (Oct & Apr)	ANNUALLY (March or April)	As Neede d
<b><u>Restrooms</u></b>	<b><u>PART OF CAM</u></b>						
Air fresheners	Change cartridge & batteries						X
Door hardware (handles, push/pull plates)	Damp wipe & disinfect	X					
Doors, partitions, walls, cabinetry	Damp wipe & disinfect	spot clean		X			
Floor	Sweep/dust mop & damp mop	X					
	Spray buff		X				
Mirrors, fixtures, brightwork, etc.	Clean and polish dry	X					
Paper towel/toilet paper/soap dispensers	Fill	X					
	Damp wipe & disinfect	spot clean		X			
Sinks, countertops	Clean and disinfect	X					
Toilets, urinals, flush valves	Clean and disinfect	X					
	Acid clean/de-scale		X				
Trash containers	Empty, replace liners as needed	X					
	Damp wipe						X

**Offices, Cubicles,  
Aisles (not public use  
areas)**

	<b><u>TENANT SPACE</u></b>						
Carpet	Vacuum	X					
	Spot clean, user remover product	X					
	Edge vacuum			X			
Glass panels	Clean	spot clean		X			
Recyclables containers, individual	Empty, replace liners as needed	X					



& centralized

Trash containers,  
centralized

Empty, replace  
liners as needed

Damp wipe

Table tops,  
countertops, cleared  
sinks, faucets

Damp wipe &  
disinfect

X					
					X
X					

No cleaning of furniture, telephones, work surfaces in offices and cubicles

No cleaning of office equipment in any area

No cleaning of inside or outside of refrigerator, microwave, coffee pot, dishes

#### Services

#### TENANT SPACE

Air/heating  
distribution units,  
supply & return air  
grilles

Dust & damp wipe

Carpet, entire building  
(may be separate  
contract--site specific)

Steam extraction  
cleaning

Ceiling Fans

Dust

Cobwebs

Remove

Doors, walls,  
cabinetry fronts

Spot clean

Fire extinguishers  
/cabinets, alarm pulls,  
etc.

Dust

Floors, hard and  
resilient

Strip & seal

Window blinds

Dust and vacuum

Window ledges, wall  
pictures, wall-  
mounted & pendant  
light fixtures

Dust

Window glass & high  
glass, screens--interior  
& exterior

Clean

		X			
			X		
				X	
					X
					X
		X			
				X	
				X	
		X			
				X	

- 15.** Provide signage, including building directory listing, suite identification, and any other signage consistent with others in the Building.

16. Provide adequate parking places in adjacent parking area, which is understood by the parties hereto to include the possibility of overnight parking for State-owned vehicles.
17. Provide snow and ice control and removal - Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 am each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).

In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.

Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

18. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans.



## DMV Madison West Schedule II

### CONSTRUCTION REQUIREMENTS

The Lessor/contractors shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$48,000 for single trade project or greater than \$100,000 for multiple trade projects.

GENERAL CONDITIONS All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of Facilities Development (DFD) Sustainable Facilities Guidelines and Master Specifications available at:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>.

#### 1. Ceilings:

- a. Offices, open office, conference, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Conference and Training rooms will require insulation above the dropped ceiling for noise abatement.
- b. All other areas such as restrooms, entrances, service closets, report rooms, etc. shall be finished, painted drywall. Use water resistant drywall in wet areas. Finish shall be similar to walls.
- c. No finished ceiling is desired in the telecomm wiring closet.
- d. Finished height: Minimum 9'-0" above finish floor except in customer lobby.
- e. Finished height in Customer Service Lobby to be between 11' and 14' above finished floor.
- f. Attic stock: Lessor shall be responsible for maintaining adequate attic stock to replace damaged tile for the duration of the term of the lease.

#### 2. Floors: All floors will be level, smooth and ready to receive scheduled finishes. All flooring must comply with accessibility requirements.

- a. Offices, clerical area, conference room, training rooms, lactation room and all others unless otherwise specified below: Modular carpet tile: 28-30 oz., tufted, min. average tuft bind 10-12 lbs., average FHA density

4500-5599, pile to meet ADA. Color as selected by Lessee from manufacturer's standard selections.

- b. Customer Service Lobby: Resilient flooring such as VCT or other similar material.
- c. Restrooms: Ceramic floor tile and ceramic cove base.
- d. Storage room, data/phone closet, janitor closet, mechanical room, etc.: sealed concrete or vinyl composition tile (VCT).
- e. Vestibule: Provide walk off mats or carpet tile similar to Supreme Nop Tile, Matsinc.
- f. Break room, entrances, etc.: VCT. Minimum 2 VCT colors in mutually agreed upon pattern.
- g. Resilient Base: 4" straight vinyl base at modular carpet and 4" vinyl cove at VCT (unless wood is preferred by Lessor) all spaces, except where ceramic flooring is used.
- h. Lessor will at Lessor's sole cost, repair the carpeting as needed and recarpet the demised area at least by the seventh year of occupancy if the first 5 year renewal option has been exercised. The Lessor is responsible for the expense of moving furniture and equipment with the actual coordination and process directed by the Lessee, as required for the installation and/or repair of carpeting. **NOTE:** An agreement shall be reached during lease negotiations regarding a credit due the Lessee in the event that for any reason this work is not completed within a 12 month period following the due date.

### 3. Walls:

- a. All new walls to be drywall: one layer, 5/8" type X gypsum wallboard (GWB) applied to each side of 3-5/8" metal or wood studs, with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. In wet areas (restrooms, breakrooms and entrance vestibules), use moisture resistant GWB or cement board.
- b. All interior walls to be insulated for sound abatement.
- c. All exterior walls and roofs must meet minimum thermal insulation code requirements.
- d. Provide fire rated assemblies as required by local code (typically in storage rooms and open combustion mechanical rooms).
- e. Interior walls within the demised area to extend minimum 6" above finished ceiling, or to the deck where required for fire rating. Interior demising walls, janitor closet, restrooms, report room, secure storage and between Lessee spaces shall extend to the deck for security. Walls of entrance vestibule opening directly to the exterior shall extend to the roof deck for protection against air infiltration above the ceiling.



- f. Stagger GWB joints on opposite sides of walls. Apply industry standard joint finish to leave a smooth surface ready to receive paint. Provide expansion joints as necessary.
- g. All walls to receive painted finish of sealer coat and two finish coats of gloss enamel (restrooms, breakroom and other areas susceptible to high degree of soiling) or semi-gloss enamel (all areas not receiving gloss enamel finish). Texture to be orange peel.
- h. Corner guards: Provide 44" stainless steel corner guards on selected outside corners and columns. Caulk tops of corner guards to prevent accumulation of debris.
- i. Restrooms: Drywall with two finish-coats gloss enamel painted finish and 48" wainscoting of ceramic wall tile or other hard washable surface.
- j. Provide touch-up painting after move-in.
- k. Provide 3"-4" hardwood chair rails around perimeter of conference/training rooms at chair back height.
- l. The Lessor will hang/install bulletin boards, pictures, tack strips, chalkboards, screens, etc. as provided by the Lessee
- m. Lessor will at Lessor's cost repaint the demised area as needed during the seventh year of occupancy if the first 5-year renewal option has been exercised. The Lessor is responsible for the expense of moving furniture and equipment with the actual coordination and process directed by the Lessee, as required for the painting. **NOTE:** An agreement shall be reached during lease negotiations regarding a credit due the Lessee in the event that for any reason this work is not completed within a 12 month period following the due date.

**4. Doors, door frames, hardware:** All doors within the demised area shall be accessible.

- a. The primary accessible entry doors will require ADA compliant power door operators.
- b. All interior doors: to be solid core construction, SLC-5 construction (glue-blocked, 5 ply), stained and varnished (satin finish) unless specified otherwise in the door schedule.
- c. Exterior service doors to be metal: 16 gauge, 2" width, welded corners, factory applied primer and finish painted with two coats satin enamel. Public entrances to be anodized aluminum and glass store front with roton continuous hinges. Window frames to be low maintenance alum clad with thermal breaks.
- d. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior



entrance/exit, suite and restroom doors; passage and/or keyed latch sets as specified, minimum 3 keys per lockset.

- e. All solid core doors to be warranted from warps and defects for 1 year from occupancy.
- f. The doors into the offices and into the conference/training rooms, and the main entry door shall have a window or sidelight window.
- g. Prior to construction, Lessor and Lessee shall review hardware schedules to ensure compliance with Lessee requirements. Quantity of keys to be determined based on size of Lessee staff and service vendor requirements.
- h. Door Schedule:
  - i. Front entrance - 3'-0"x7'-0" aluminum storefront (single or double as required) with insulated glazing.
  - ii. Offices, conference, clerical areas, breakroom -- 3'-0"x7'-0"x1-3/4" wood w/ 4"x24" vision lite or sidelight above lockset, (none in report room).
  - iii. Storage, other utility spaces -- 3'-0"x 7'-0"x1-3/4" wood or hollow metal as mutually agreed between Lessor and Lessee.
  - iv. Employee entrance -- 3'-0"x 7'-0"x1-3/4" insulated hollow metal. The exterior employee door will have a vision lite.
- i. Lock Function and Key Schedule – confirm prior to construction. *Keying schedule will be determined during construction based on facility layout.*
  - i. Locksets with panic hardware function:
    - 1. Customer entrance doors
    - 2. Other Code required egress doors
  - ii. Card Access Reader and key override function:
    - 1. Employee entrance,
    - 2. Secure Storage room and
    - 3. Report Room.
  - iii. Locksets:
    - 1. Team Leader offices
    - 2. Supervisor office,
    - 3. Customer service lobby,
    - 4. Conference rooms,
    - 5. Training room,
    - 6. Single occupant restrooms,
    - 7. Mechanical room,
    - 8. Wiring Closet,
    - 9. Lactation room, and
    - 10. Janitor closet.

5. **Windows:** It is desirable to maximize the use of natural lighting, especially within the customer lobby. Layout of the demised area shall capitalize on every daylighting opportunity.
- a. All new exterior windows shall be insulated Low-E glass w/ glare reducing film.
  - b. Window frames may be hollow metal, aluminum or aluminum-clad wood.
  - c. All exterior windows shall have mini-blinds. Consider selecting windows with mini-blinds between the glass panes for ease of cleaning.
  - d. Windows will be fixed and non-operational.
  - e. One interior window will be installed in each Team Leader office to observe the customer lobby. The window shall be ¼" tempered glass with one-way vision film applied to restrict views into the office from the lobby.
6. **Electrical:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).
- a. Each enclosed room shall have at least one quad electrical outlet in each wall. Additional receptacles as required by code or Lessee requirements. Maximum spacing between electrical outlets is 12'. Prior to construction, Lessor and Lessee shall review electrical design to ensure compliance with Lessee requirements.
  - b. Provide Ground Fault Interrupter circuit protection as required.
  - c. All circuits shall be at least 20 amps with special purpose outlets as required.
  - d. Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
  - e. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch plates, faceplates, receptacles, etc.
  - f. Break room shall have sufficient outlets for a refrigerator, microwaves, and coffee maker.
  - g. Lessor to provide adequate electrical outlets in customer service lobby to accommodate various DMV equipment/computers/illuminated signs, either plugged in or direct-wired. Locations will be determined during design.
  - h. Lessor to provide electrical connection for system furniture power-in cable. Lessee shall provide the power-in cable to Lessor's electrician for



connection to the building electrical wiring. Circuits and wiring for this connection shall be as required by system furniture manufacturer.

- i. Lessor to furnish and install a full length surface mounted divided raceway above the back counters for continuous electrical, voice and data wiring access and future expansion capability. Install quad receptacles and voice/data jacks every 24" in the surface mounted raceway. The wire mold to be size appropriately (example wire mold 3000) Provide a minimum of three circuits to the raceway; additional circuits will be identified during design if required by Lessee.

**7. Lighting:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 and the National Electrical Code.

- a. All areas to have ambient light level of 30 foot-candles minimum throughout the demised area with 70 foot-candles minimum at desktop (customer service lobby form tables, all offices, information desk area, etc.). Provide at least 70 foot-candles of lighting at service window transaction counters with fixtures installed in the bulkhead above the service counter. Provide a minimum of 30 foot-candles in corridors and other rooms (storage, report, mechanical).
- b. Provide 2' x 4' drop-in florescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.
- c. Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
- d. Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, breakroom, restrooms, and halls.
- e. Provide adequate lighting in restrooms with light fixtures above the sinks.
- f. Each constructed space to have separate light switch. Dual switching of light fixtures is acceptable but not required by Lessee.
- g. Provide lighting at all exterior entrances/exits.
- h. Provide adequate security lighting for on premise parking areas.
- i. Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with Lessee requirements.
- j. Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.
- k. Occupancy sensors shall be used as much as practical (occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system



control). Consider their use in all restrooms, conference rooms, individual offices, and corridors.

8. **Cabinetry/Carpentry:** All areas provided must meet minimum standards of ADA compliance.
- a. The large conference room will have 6' to 8' of lower cabinetry with adjustable shelves in each section, all having laminated fronts, countertop and splashguard and a hot/cold water single compartment sink. Provide pulls on all doors.
  - b. The counter in the break room of 6'-8' long will have upper and lower cabinets with 2 adjustable shelves in each section, all having laminated fronts, countertop and splashguard and a hot/cold water double compartment sink. Provide pulls on all doors.
  - c. Provide a 16 linear foot built-in coat storage area with overhead shelving in the employee breakroom. The assembly will have full height, floor mounted panels on both sides or may terminate at walls. Finish will be varnished wood, plastic laminate or other suitable material.
  - d. Provide a location for shelf and rod for hanging coats in the Training and Large Conference Room.
  - e. Provide and install base cabinets and plastic laminate countertop behind the service counter furniture. Manufacturer standard modules may be used. Cabinets shall have two shelves. Provide locks and pulls on all cabinet doors. Prior to construction, Lessor and Lessee shall review shop drawings to ensure compliance with Lessee requirements. At least two areas in base unit to accommodate under cabinet modules for license plates. The lateral files (to be provided by Lessee) two each 30" wide and 32" high, 18" deep. Need to have clearance on top and sides to ensure they will fit. Install finished floor where cabinets will be placed, no brackets for counter in cavity.
9. **Plumbing:**
- a. All plumbing fixtures and accessories will be manufacturer's commercial grade with required number of fixtures/stalls accessible.
  - b. The break room counter shall have a kitchen type double bay sink with hot/cold running water.
  - c. All rest room fixtures and furnishings will be ADA approved. Provide hot and cold water to all restroom lavatories.
  - d. Insulate all under sink lavatory piping in restrooms.

- e. One janitorial mop sink with hot and cold water shall be provided in the mechanical room or janitor closet.
- f. Water lines will be available if needed for connection to coffee maker and refrigerator in break room.

**10. Accessibility and Security:**

- a. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
- b. Provide a complete operating Card Access system. The card access system shall be fully compatible with the existing card access system located in various State Office Buildings, and will be controlled by the existing Capitol Police CCure 9000 system, using a Ultra SE panel. The System shall include proximity card readers, controllers, wiring, and all other equipment necessary for the complete specified operation with the existing CCure System.

The system shall utilize Software House iStar controllers and add-on boards as appropriate for the specific installation. Controllers shall be fully integrated with the existing Software House CCure 9000 system, and shall be of the latest design with the current version of firmware. Access cards shall be 35-bit proximity cards compatible with existing HID brand Corporate 1000 cards currently used by the Capitol Police; numbering shall be coordinated by the factory with the existing Capitol Police card database. Card readers shall be compatible with existing 125 KHz proximity access cards. Each reader shall be the model and size most appropriate for each individual door application.

**11. Exterior of Building and Landscaping:**

- a. Provide parking, signage, lighting, landscaping, sidewalks, etc. as required by and local ordinances. Lessor will ensure strict compliance with all applicable site accessibility and landscaping requirements.
- b. Provide a combined total of 150 parking spaces for the public, plus an additional 25 for employees. Parking areas to be paved and striped. Include all signage required for accessible parking stalls. Provide 8 Road



Test parking spaces. Provide 3 oversize vehicle parking spaces. Provide 4 motorcycle parking spaces on a concrete pad.

- c. All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d. Ensure all exterior walls, doors, windows, roof, pavement and signage are in good repair.
- e. Provide security lighting at all exterior doors and employee parking area. Provide lighting in public parking areas and at building exterior locations not indicated to receive higher levels of illumination.
- f. Provide an outdoor employee seating/smoking area away from public view.

**12. Signage:**

- a. Provide and install signage above the Lessee entrance on the exterior of the building to clearly indicate Lessee's location from the parking lot. Sign shall read "DMV". The style and size of the sign will be consistent with the lessor's standards in the building and comply with local ordinances.
- b. If an exterior monument or pylon sign (in addition to the sign specified in paragraph 13.a) is present, lessor shall provide and install a sign or placard identifying the Lessee that is consistent with the sign style.
- c. Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance. Signage to be visible and legible from a 15'-0" distance and well lighted.
- d. Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- e. Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.
- f. Provide posts and install miscellaneous parking signs provided by DMV.

**13. Fire Protection:**

- a. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented.



Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.

- b. Provide, install, and maintain fire extinguishers as required by all governing codes and regulations and Underwriters Lab (UL) recommendations.

**14. Voice and Data Cabling:**

- a. Voice and data cabling shall be by Lessee.
- b. All outlets to be installed according to approved plan. Lessor to furnish and install 4" square boxes and conduit (min 1" diameter) stubs up to a height above the ceiling at standard information outlet locations indicated on plans to facilitate Lessee voice & data cabling.
- c. Lessor to furnish and install two sets of two - 2" diameter conduit stubs up to a height above the ceiling to facilitate Lessee voice & data cabling to the service windows and back counter.
- d. Each room will have at least four voice/data outlets (one in each wall).
- e. Conduit, raceways or clear paths will be provided from the wiring closet to the ceiling area of each room in the demised area to accommodate the voice/data cables.
- f. Lessor to make the telephone company demarcation point accessible to Lessee for purposes of extending telecommunications cabling to the Lessee's wiring closet.
- g. Lessor to coordinate the location of the stubs with Lessee to ensure systems furniture needs will be met.
- h. Lessor to coordinate the location of the Automated Test Stations with Lessee. The Lessor providing 2 -1" conduits with a 4" square box 16 AFF and a conduit for power.
- i. Lessor to coordinate the location of the ticketed kiosks with Lessee. The Lessor providing a standard gang box for both data and power 16 AFF.

**15. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature, and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a. Mechanical/HVAC plans
- b. Electrical, data/telephone, and lighting plans and catalog cut sheets
- c. Door and finish schedules
- d. Plumbing plans
- e. Fire protection plans if required

- f. Site plans with parking indications
- g. General construction drawings with dimensions.
- h. Cabinetry drawings
- i. Materials list and samples including:
  - i. Paint and finishes
  - ii. Ceiling tile
  - iii. Flooring

## H. APPENDIX 8 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 395-021

Name of Agency and Location

The attached material submitted in response to RFP No. 395-021 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1) (c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name):	
Date:	